

**NOTICE OF  
POSITION  
AVAILABILITY**  
(Revised 6/2/2008)

**SUNBELT**  
COMMUNICATIONS COMPANY

**PERSONNEL OFFICE USE ONLY**

Referral Source: Referral

Date Filled: 8-12-10

New Hire's Name: Suzanne Welch

STATION: KENV

DEPARTMENT: G/A

JOB TITLE: RECEPTIONIST

SUBMIT RESUMES TO: TERRY HURTZ

SHIFT: M-F 8am-5pm

JOB AVAILABLE: 8/14/10

(who should HR forward the resumes to)

REQUIREMENTS:

(Example - typing speed, carry equipment, driver's license)

see attached

PRESENT SALARY RANGE: \$10

(Required; do not put negotiable, TBD, etc)

PREVIOUS EMPLOYEE PAID: \$10

PER

hour

PER

hour  
month, hour, year, etc

Ami Simpson

(EMPLOYEE NAME THAT NEW HIRE WILL BE REPLACING)

EEO REFERRAL SOURCES TO CONTACT: (choose from referral listing book)  
**CAN NOT JUST DO INTERNET POSTING**

General posting

APPROVED

BY:

(Department Head)

APPROVED

BY:

(General Manager)

DATE:

DATE:

APPROVED

BY:

(President)

DATE:

8/2/10



### **JOB OPPORTUNITIES**

Location: KENV-TV, Channel 10, Elko, Nevada

Position: Receptionist

Shift: 8:00 AM - 5:00 PM (Monday - Friday)

Typical Duties: Answer phones and takes messages;  
Greet visitors and maintain lobby area;  
Input orders and account worksheets;  
Reconcile daily logs;  
Receive daily logs via E-Mail (Internet);  
Log viewer's comments;  
Maintain job postings board;  
Maintain office supply stock and place orders;  
Relay information to callers regarding promotions offered by station;  
and  
Perform other tasks related to the position as assigned.

Requirements: Experience answering phones (preferably PBX console);  
Ability to operate 10-key;  
Typing skills, approximately 45 WPM;  
Computer experience;  
Pleasant phone voice;  
Professional appearance; and  
Pass a pre-employment drug test.

Job Available: Immediately

Contact: Human Resources  
Ruby Mountain Broadcasting Company  
1025 Chilton Circle  
Elko, Nevada 89801 email [resume\\_cwalker@MyNews4.com](mailto:resume_cwalker@MyNews4.com)

**RUBY MOUNTAIN BROADCASTING COMPANY  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**This employer does not discriminate on the basis of  
sex, age, race, color, religion, handicap,  
national origin, marital or veteran's status.**

Date Posted: 8/2/10



***KENV TV 10, ELKO NV***  
***Job Opportunities***

	Date Posted	Dept	Job Reference Number
Receptionist	08/02/10	640	10-34-640-01

# Please Confirm Job Vacancy Information

**Note:** the job will not be posted until you press the submit button below

<b>Job ID:</b>	<b>011308</b>
<b>Date Submitted:</b>	<b>08/03/2010</b>
<b>Actual Job Title:</b>	<b>Receptionist</b>
<b>Department:</b>	<b>Administrative</b>
<b>FCC Job Category:</b>	<b>Office and Clerical</b>
<b>Compensation:</b>	<b>10.00 per hour</b>
<b>Employment Type:</b>	<b>30 or more hours per week</b>
<b>Hours/Shifts:</b>	<b>8:00am-5:00pm Mon-Fri</b>
<b>Education:</b>	
<b>Experience:</b>	
<b>Job Description:</b>	<b>Answer phones and takes messages; Greet visitors and maintain lobby area; Input orders and account worksheets; Reconcile daily logs; Receive daily logs via E-Mail (Internet); Log viewer's comments; Maintain job postings board; Maintain office supply stock and place orders; Relay information to callers regarding promotions offered by station; and Perform other tasks related to the position as assigned.</b>
<b>Requirements:</b>	<b>Experience answering phones (preferably PBX console); Ability to operate 10-key; Typing skills, approximately 45 WPM; Computer experience; Pleasant phone voice; Professional appearance; and Pass a pre-employment drug test.</b>
<b>Benefits:</b>	<b>Medical, Dental, Vision, 401K, vacation &amp; sick hours</b>
<b>EEO Statement:</b>	<b>This company is an Equal Opportunity Employer committed to the creation of a workplace free from discrimination and harassment. We recruit, hire, train, promote, compensate, and provide benefits and privileges to individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, disability, veteran status, or other legally protected status. Our company is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.</b>
<b>Date Job Available:</b>	<b>8/3/10</b>
<b>Termination Date:</b>	<b>8/10/10</b>

<b>Contact's First Name:</b>	Carrie
<b>Contact's Last Name:</b>	Walker
<b>Fax:</b>	775-785-1208
<b>E-mail Address:</b>	cwalk@MyNews4.com
<b>Contact Instructions:</b>	Apply in person at 1025 Chilton Circle Elko, NV 89801. Fax resume or application to 775-785-1208. Email resume to cwalker@MyNews4.com.
<b>Level of Outreach:</b>	City/Local Posting
<b>Other Outreach:</b>	_JOB Postings = JOBPOSTINGS@kvbc.com = Job boards at KRNv, KSNv, KENV, KYMA, KPVI, KCWY & KTVH. Medialine@medialine.com, Nevada Broadcasters Association = emailed Earlene Lefler. California Chicano News Media Association = emailed Sylvia Wells. State of Nevada Employment office aka Nevada Job Connect = Faxed to 775-753-7212. On KENV Website, www.kenvtv.com.
<b>For which station(s) are you advertising this job?</b> KENV-TV	
<b>Hide station(s) on job notice?</b> No	

☐ \* I have verified the information and I'm now ready to send the job posting out to the selected outreach area.  
Please note! When clicking submit your job posting will be sent to the selected resources immediately. No further edits will be possible. If you leave this page without clicking "Submit This Job" the job will not be posted.

[Submit This Job](#)[Edit This Job](#)

Station(s): KENV-TV

# Job Resources for (job ID): J011308

Agency Name	Contact Name	Address1	City	State	Zip	Phone	Fax	HC	RN	RI
Adult High School-CED Center	Evelyn Cheney	1215 Franklin Avenue	Lovelock	NV	89419	775-273-9013	775-273-4908	F	N	0
Advocacy, Communication, Training-Employment Services		2222 West 3500, South #B1	Salt Lake City	UT	84119	801-886-3442	801-886-3426	F	N	0
American Institute of Health Technology, Incorporated	Sue Perry	6600 Emerald	Boise	ID	83704	208-377-8080	208-322-7658	F	N	0
American Staffing		1025 Shoshone Street, North #3	Twin Falls	ID	83301	208-734-6452	208-736-7265	F	N	0
Blackfoot Workforce Development Center	Dan Baldwin	155 North Maple PO Box 9	Blackfoot	ID	83221	208-785-2200	208-785-5036	E	N	0
Boise Job Service		219 West Main Street	Boise	ID	83735	208-334-6233	208-895-8441	E	N	0
Boise One-Stop Career Center		219 Maine Street	Boise	ID	83335	208-334-6204	208-334-6222	F	N	0
Canyon County One-Stop Career Center		5909 Graye Lane	Caldwell	ID	83606		208-454-7720	F	N	0
Canyon County Workforce Development Center		6107 Graye Lane PO Box 220	Caldwell	ID	83605		208-454-7720	E	N	0
Carson Valley Chamber of Commerce	Bill Chemock	1513 Highway 395	Gardnerville	NV	89410	775-782-8144	775-782-1026	E	N	0
Center for New Directions	Bessie Kasilometes	Campus Box 8380	Pocatello	ID	83209		208-282-5160	F	N	0
Centro De La Familia De Utah		320 W. 200 South Suite 300 B	Salt Lake City	UT	84401		801-521-6242	F	N	0
Churchill County	Brad Goelsch	155 North Taylor Street Suite 153	Fallon	NV	89406	775-423-5136	775-423-0717	E	N	0
Churchill Economic Development Authority	Eric Grimes	PO Box 1236	Fallon	NV	89407	775-423-8587	775-423-1759	E	N	0
Citadel-Boise	Leslie Rowe	1419 W. Bannock Street	Boise	ID	83702		208-331-7860	E	N	0
College of Southern Idaho	Jennifer Zimmers	PO Box 1238	Twin Falls	ID	83303	208-733-9554	208-736-3015	F	N	0
College-Albertson College	Glyma	2112 Cleveland Boulevard	Caldwell	ID	83605	208-459-5000	208-454-2077	F	N	0
College-Great Basin College	Pat Collins	1500 College Parkway Career Center-Berg Hall	Elko	NV	89801	775-738-8493	775-738-8771	E	N	0
College-Western Nevada Community		13 Pearl Street	Yerington	NV	89447	775-463-2412	775-463-4334	F	N	0

Job Resources for (job ID): J011308

[illegible]

# Job Resources for (job ID): J011308

Idaho Department of Labor	Selenia Mesa	430 North 5th Avenue	Pocatello	ID	83201	208-236-6710	208-232-0865	E	N	0
Idaho State Department of Labor	John Calkins	5440 West Franklin Road, Suite 100	Boise	ID	83705	208-334-6156	208-332-7417	F	N	0
INTERNET UNKNOWN	Unknown	Unknown				Unknown			N	0
ITT Technical Institute-Boise, ID	Neil Whited	12302 West Explorer Drive	Boise	ID	83713	208-322-8844	208-322-0173	E	N	0
ITT Technical Institute-Murray, UT (Sale Lake City)	Kelly Miller	920 West LeVoy Drive	Murray	UT	84123	801-263-3313	801-263-3497	E	N	0
Job Corp Center-Centennial	Sharon Marmion	3201 Ridgecrest Dr.	Nampa	ID	83687	208-442-4500	208-442-4506	E	N	0
Job Service		260 4th Avenue North	Twin Falls	ID	83301	208-736-3000	208-736-3007	F	N	0
JOB SERVICE	SPENCER LACHANCE	205 E. WATER TOWER RD	MERIDIAN	ID	83642	208-895-6600x	(208) 895-8441	E	N	0
JOIN, INC	JOB PLACEMENT	1500 COLLEGE PKWY	ELKO	NV	89801	775-738-8095x	775-738-4900	F	N	0
JOIN, INC	JOB PLACEMENT	2152 RENO HWY STE 6	FALLON	NV	89406	775-423-6162x	775-423-0672	F	N	0
JOIN, INC	JOB PLACEMENT	705 E 4TH ST	WINNEMUCCA	NV	89445	775-623-6218x	775-623-6219	F	N	0
JOIN, INC	JOB PLACEMENT	768 AULTMAN ST	ELY	NV	89301	775-289-3061x	775-289-3069	F	N	0
LDS EMPLOYMENT	DAWN	780 WEST 8 SOUTH	SALT LAKE CITY	UT	84104	801-240-7240x	(801) 240-7269	F	N	0
LDS EMPLOYMENT	JENNIFER	1525 LINCOLN AVE	OGDEN	UT	84401	801-394-8801x	(801) 394-3615	F	N	0
LDS EMPLOYMENT	JOB ORDERS	10740 FAIRVIEW AVE	BOISE	ID	83713	208-375-9171x	(208) 375-1447	F	N	0
LDS EMPLOYMENT SERVICE	SCOTT	580 ROOSEVELT P.O. BOX 2345	POCATELLO	ID	83201	208-232-2862x	(208) 232-0740	F	N	0
LINC	JOB PLACEMENT	2500 KOOTENAI ST	BOISE	ID	83702	208-336-3335x	208-384-5037	F	N	0
Living Independent for Everyone	Val Johnson	2110 S Rollandent Ave RT 3, Box 301	Idaho Falls	ID	83402	208-529-8610	208-529-6804	E	N	0
LYON COUNTY SOCIAL SVC	JOB PLACEMENT	1050 PYRAMID ST	SILVER SPRINGS	NV	89429	702-577-5010x	(775) 577-5093	F	N	0

# Job Resources for (job ID): J011308

MAXIMUS	JOB PLACEMENT	C/O BUREAU OF INFORMATION SYSTEMS 450 WEST STATE ST., 2nd FL.	BOISE	ID	83720	208-334-5757x	(208) 376-6907	F	N	0
Nevada Broadcasters Association	Earlene Lefler	1050 East Flamingo Road Suite S-102	Las Vegas	NV	89119	702-794-4994	702-794-4497	E	N	0
Nevada Department of Employment, Training & Rehabilitation	Lori Groa	Elko JobConnect 172 Sixth Street	Elko	NV	89801	775-753-1900	775-753-7212	E	N	0
NEVADA DEPT of EMPLOY & TRAINING	JOB BANK		LOVELOCK	NV	89419	775-778-9573x	775-778-9574	F	N	0
NEVADA STATE WELFARE	VICKI PRATT	475 W HASTELL ST	WINNEMUCCA	NV	89445	702-623-6557x	(702) 623-6566	F	N	0
NEVADA VOCATIONAL REHAB	JOB PLACEMENT	1187-B HIGH SCHOOL ST	GARDNERVILLE	NV	89410	775-782-0206x	775-782-0214	F	N	0
NEVADA VOCATIONAL REHAB	JOB PLACEMENT	172 6TH ST	ELKO	NV	89801	775-289-1675x	775-289-1611	F	N	0
NEVADA VOCATIONAL REHAB	JOB PLACEMENT	475 5TH ST	ELY	NV	89315	775-289-1675x	775-289-1611	F	N	0
NEVADA VOCATIONAL REHAB	JOB PLACEMENT	475 W HASKELL #2	WINNEMUCCA	NV	89445	775-623-6544x	775-623-6546	F	N	0
NEVADA'S JOB LINK	JOE PRATT	475 W HASKELL ST NO. 1	WINNEMUCCA	NV	89445	775-623-6520x	775-623-6523	F	N	0
NEVADA'S JOB LINK	KATHY BROWN	121 INDUSTRIAL WAY	FALCON	NV	89406	775-423-5115x	775-422-1450	F	N	0
NEVADA'S JOB LINK-WINNEMUCCA	JOB BANK	1125 CENTRAL AVE	LOVELOCK	NV	89419	775-623-6520x	775-623-6523	F	N	0
NEW DIRECTIONS	JANE DUKE	1910 UNIVERSITY DR	BOISE	ID	83725	208-769-3445x	(208) 769-3367	F	N	0
Northern Regional Council on Workforce Services	Richard Nelson	Utah Department of Workforce Services 480 27th Street	Ogden	UT	84409	801-626-0319	801-394-7375	E	N	0
Ogden-Weber Applied Technology Center		200 North Washington Boulevard	Ogden	UT	84404	801-627-8426	801-627-8464	F	N	0
Ogden Community Action Agency		3959 Grand Avenue	Ogden	UT	84401	801-399-9281	801-399-9887	F	N	0
Ohio and Illinois Centers for Broadcasting	Gary James	9000 Sweet Valley Drive	Valley View	OH	44125	216-447-9117	216-642-9232	E	N	0
PAIUTE TRIBAL COUNCIL	PLEASE POST	201 BOWEAN ST	LOVELOCK	NV	89419	775-273-7861x	775-273-1144	F	N	0
PERSHING CO JUVENILE DEPT	DEE	533 WESTERN AVE	LOVELOCK	NV	89419	775-273-2769x	775-273-5113	F	N	0
PERSHING CO LIBRARY	ERIKA	1125 CENTRAL AVE	LOVELOCK	NV	89419	775-273-2216x	775-273-0421	F	N	0

# Job Resources for (job ID): J011308

PERSHING COUNTY	JOB POSTINGS	1475 CORNELL AVE STE 500	LOVELOCK	NV	89419	775-273-3200x	775-273-3244	F	N	0
ROY EMPLOYMENT CENTER	JOB PLACEMENT	1951 W 5400 S	ROY	UT	84067	801-776-7200x	801-776-7250	F	N	0
SALVATION ARMY	CAROLYN	403 12TH AVE S	NAMPA	ID	83651	208-467-6586x	208-467-1183	F	N	0
SALVATION ARMY	LEAH PARKS	4308 W STATE ST	BOISE	ID	83703	208-343-5429x	(208) 343-5402	F	N	0
SALVATION ARMY	LORI	605 NORTH BLVD	IDAHO FALLS	ID	83402	208-522-7200x	208-522-5127	F	N	0
Shoshone Bannock Tribes	David Lee	Fort Hall Indian Reservation, Idaho PO Box 306	Fort Hall	ID	83203	208-478-3755	208-478-3950	E	N	0
South Central Idaho Works! (Area 4)	Candy McElfresh	P O Box 5079	Twin Falls	ID	83303	208-732-5727	208-732-5454	E	N	0
University-Boise State University	Randy Smith	1910 University Drive	Boise	ID	83725	208-426-1011	208-426-3779	F	N	0
University-Idaho State University	Troy Kase	921 South 8th Avenue Museum Building-Room 440	Pocatello	ID	83209	208-282-2380		E	N	0
University-Idaho State University-KISU-FM	Jerry Miller	921 South 8th Avenue Mail Stop 8014	Pocatello	ID	83209	208-282-3691		E	N	0
University-Weber State University		1105 University Circle Room 242	Ogden	UT	84408	801-626-6393	801-626-7252	E	N	0
UNKNOWN	Unknown	Unknown				Unknown			N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	1050 S MEDICAL DR	BIRGHAM CITY	UT	84302	435-734-4060x	435-734-4062	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	115 E 100 S	RICHFIELD	UT	84701	435-893-0000x	(435) 893-0002	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	1290 E 1450 S	CLEARFIELD	UT	84015	801-776-7800x	801-825-9595	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	2861 S 900 W	SALT LAKE CITY	UT	84119	801-975-4005x	801-975-4039	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	3041 S 8560 W	MAGNA	UT	84044	801-250-2580x	801-250-2599	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	44 S 350 E	DELTA	UT	84624	435-864-3860x	(435) 864-4173	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	480 E 27TH ST	OGDEN	UT	84401	801-626-0300x	(801) 394-7375	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	55 W 100 N	FILLMORE	UT	84631	435-743-5304x	(435) 743-5458	F	N	0

Job Resources for (Job ID): J011308

UTAH'S JOB CONNECTION	PLACEMENT	5735 S REDWOOD RD	TAYLORSVILLE	UT	84123	801-269-4700x	(801) 269-4830	F	N	0
UTAH'S JOB CONNECTIONS	JOB PLACEMENT	305 N MAIN ST STE 100	TOOELE	UT	84074	435-833-7310x	(435) 833-7395	F	N	0
VOCATIONAL REHABILITATION	BRIAN	3350 AMERICANA TER #210	BOISE	ID	83706	208-334-3650x	(208) 334-3661	F	N	0
VOCATIONAL REHABILITATION	JOB PLACEMENT	650 W STATE ST	BOISE	ID	83702	208-334-3390x	(208) 334-5305	F	N	0
VOCATIONAL REHABILITATION	JOHN MILLER	912 12TH AVE S #C	NAMPA	ID	83651	208-465-8414x	(208) 465-8416	F	N	0
VOCATIONAL REHABILITATION	HOLLY HUGHES	6003 CASSIA ST	BOISE	ID	83709	208-322-3738x	(208) 327-7493	E	N	0
VOCATIONAL REHABILITATION	MENDIE MOYES	1325 ALBION	BURLEY	ID	83318	208-678-3838x		E	N	0
WALK-IN	Self	765 Thorpe Dr Spring Creek, NV 89815				7757774308			N	0
Welfare Division- Self Reliance	Leanne Simmons	450 West State Street	Boise	ID	83702	208-334-6535	208-334-6912	F	N	0
West Idaho Training Company	Glen Roach	3525 Arthur Street	Caldwell	ID	83605	208-454-3051	208- 454-3053	E	N	0
Workforce Development		533 26th Avenue Suite 204	Ogden	UT	84401	801-394-9774	801-394-9841	F	N	0
Total Resources: 109										

## WALKER, CARRIE

---

**From:** WALKER, CARRIE  
**Sent:** Monday, August 02, 2010 6:06 PM  
**To:** \_JOB POSTINGS; (businessservices@nvdetr.org); Mark Shilstone (Medialine) (medialine@medialine.com); Earlene Lefler (NBA); Sylvia Wells (ccnmainfo@ccnma.org); HRITZ, TERRY  
**Subject:** Post KENV Receptionist position  
**Attachments:** KENV Receptionist 212.doc; KENV Postings.xls

Please post the attached KENV Receptionist position in your posting area.

Also attached is a summary of current job openings at KENV, Elko, NV

*Carrie Walker*

KRNV Business Manager  
[cwalker@MyNews4.com](mailto:cwalker@MyNews4.com)  
1790 Vassar Street  
Reno, NV 89502  
775-322-4444 Ex 1207  
[www.MyNews4.com](http://www.MyNews4.com)



Elko Nevada Job Connect  
172 6<sup>th</sup> Street  
Elko, NV 89801  
Fax: 775-753-7212

4001 S. Virginia St Ste H  
Reno NV 89502  
Phone: 775-834-1970  
Fax: 775-688-1279  
businessservices@nvdetr.org

Visit Our Web Site: <http://www.nevadajobconnect.com>

Date: 8/2/10

### BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company dba: KRNV News 10* Address: *1025 Chilton Circle*  
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Carrie Walker, KRNV Business Manager*  
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@MyNews4.com*  
Nevada Unemployment Insurance Contributions # FEIN #  
Business Legal Name: *Ruby Broadcasting Company* URL Address:  
Nature of Business: *Television* Total number of employees: *5*  
Company Benefits:  
☒ Health Insurance ☒ Dental Insurance ☒ Vacation ☒ Sick Leave ☒ Holidays  
☒ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given  
Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes  
Is the business under an Affirmative Action court order? ☒ No ☐ Yes  
Physical location of job site, if different than above:

### JOB OPENING INFORMATION

Job Title: *Receptionist* Number Of Openings: *One* Starting Wage \$ *10.00*  
Duration: ☒ F/T Reg ☐ P/T Reg ☐ F/T Temp. ☐ P/T Temp. Hours Per Week: *40*  
Days: ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday  
Minimum Age: *18* Minimum Experience: *DOE* Shift Hours from: *8:00am to 5:00pm*  
Education Level Requirements: ☐ None ☒ GED/H.S. ☐ Some College ☐ Degree  
NV DL ☐ No ☒ Yes If yes, what class? *C* Any endorsements? DMV Printout Required? ☐ No ☒ Yes  
Own Transportation Required? ☐ No ☒ Yes Is the Job site on or near a bus line? ☐ No ☐ Yes  
Own tools required? ☒ No ☐ Yes If yes, what?  
Typing Speed: *30-50/wpm* Licenses/Certifications required:  
Lifting Required? *50lbs.* ☐ Consistently ☐ Occasionally  
Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing /wpm ☐ Other  
Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)  
*If more space is required, please use separate sheet or include job/position description: See attached or following*  
Job Skills/Requirements: *See attached or following*  
Referral Instructions - Contact Name: *Human Resources*  
Apply Via: ☒ Apply online to ☒ Email resume to *cwalker@MyNews4.com*  
☒ Fax resume to fax number *775-785-1208* ☐ Call for appointment between and  
☐ Send direct between and ☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*  
Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes  
Is this a confidential replacement position? ☒ No ☐ Yes

# HP Color LaserJet 2840

KRNV  
7757851208  
Aug-3-2010 9:53AM

## Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
2424	8/ 3/2010	9:50:50AM	Send	7757537212	2:49	2	OK



Elko Nevada Job Connect  
172 6<sup>th</sup> Street  
Elko, NV 89801  
Fax: 775-753-7212

4001 S. Virginia St Ste H  
Reno NV 89502  
Phone: 775-834-1970  
Fax: 775-688-1279  
businessservices@nvdepr.org  
sit Our Web Site: <http://www.nevadajobconnect.com>

Date: 8/2/10

### BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company dba: KRNV News 10* Address: *1025 Chilton Circle*  
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Carrie Walker, KRNV Business Manager*  
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@MyNews4.com*  
Nevada Unemployment Insurance Contributions # FEIN #  
Business Legal Name: *Ruby Broadcasting Company* URL Address:  
Nature of Business: *Television* Total number of employees: *5*  
Company Benefits:  
☒ Health Insurance ☒ Dental Insurance ☒ Vacation ☒ Sick Leave ☒ Holidays  
☒ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given  
Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes  
Is the business under an Affirmative Action court order? ☒ No ☐ Yes  
Physical location of job site, if different than above:

### JOB OPENING INFORMATION

Job Title: *Receptionist* Number Of Openings: *One* Starting Wage \$ *10.00*  
Duration: ☒ F/T Reg ☐ P/T Reg ☐ F/T Temp ☐ P/T Temp Hours Per Week: *40*  
Days: ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday  
Minimum Age: *18* Minimum Experience: *DOE* Shift Hours from: *8:00am to 5:00pm*  
Education Level Requirements: ☐ None ☒ GED/H.S. ☐ Some College ☐ Degree  
NV DL ☐ No ☒ Yes If yes, what class? *C* Any endorsements? *DMV Printout Required?* ☐ No ☒ Yes  
Own Transportation Required? ☐ No ☒ Yes Is the Job site on or near a bus line? ☐ No ☐ Yes  
Own tools required? ☒ No ☐ Yes If yes, what?  
Typing Speed: *30-50* wpm Licenses/Certifications required:  
Lifting Required? *50* lbs. ☐ Consistently ☐ Occasionally  
Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing */wpm* ☐ Other  
Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)  
If more space is required, please use separate sheet or include job/position description: See attached or following  
Job Skills/Requirements: See attached or following  
Referral Instructions - Contact Name: *Human Resources*  
Apply Via: ☒ Apply online to ☒ Email resume to *cwalker@MyNews4.com*  
☒ Fax resume to fax number *775-785-1208* ☐ Call for appointment between and  
☐ Send direct between and ☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*  
Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes  
Is this a confidential replacement position? ☒ No ☐ Yes

04/09/08 JP



**KENV News 10, NBC for Elko**  
brings local news, weather and sports  
to all of Northeastern Nevada



- HOME
- VIDEO NEWSCASTS
- LOCAL POLITICS
- ARCHIVED VIDEO
- WEATHER
- PREP SPORTS
- ELKO NEWSMAKERS
- COMMUNITY EVENTS
- COMMUNITY LINKS
- PROGRAMMING
- EMPLOYMENT
- ADVERTISE WITH US
- WATCH NEWS 10
- CONTACT/ABOUT US

#### Answers about Digital TV

NBC Links:



#### KENV News 10, NBC for Elko.

*Your home for NBC and local news.*

The ONLY local TV station serving Northeastern Nevada.

**RUBY MOUNTAIN BROADCASTING COMPANY**  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
This employer does not discriminate on the basis of  
sex, age, race, color, religion, disability,  
national origin, marital or veteran's status.

### EMPLOYMENT OPPORTUNITIES

#### Receptionist

KENV-TV, Channel 10, Elko, Nevada

Position: Receptionist

Shift: 8:00 AM - 5:00 PM (Monday - Friday)

Typical Duties: Answer phones and takes messages;  
Greet visitors and maintain lobby area;  
Input orders and account worksheets;  
Reconcile daily logs; Receive daily logs via E-Mail (Internet);  
Log viewer's comments;  
Maintain job postings board;  
Maintain office supply stock and place orders;  
Relay information to callers regarding promotions offered by station; and  
Perform other tasks related to the position as assigned.

Requirements: Experience answering phones (preferably PBX console);  
Ability to operate 10-key;  
Typing skills, approximately 45 WPM;  
Computer experience;  
Pleasant phone voice;  
Professional appearance; and  
Pass a pre-employment drug test.

Job Available: Immediately

Contact: Human Resources  
Ruby Mountain Broadcasting Company  
1025 Chilton Circle  
Elko, Nevada 89801  
email resume [cwalker@MyNews4.com](mailto:cwalker@MyNews4.com)

**RUBY MOUNTAIN BROADCASTING COMPANY**  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not discriminate on the basis of sex, age, race, color,  
religion, handicap, national origin, marital or veteran's status.

Date Posted: 8/2/10

---

RUBY MOUNTAIN BROADCASTING COMPANY

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not discriminate on the basis of  
sex, age, race, color, religion, disability,  
national origin, marital or veteran's status.

---

**Click here for  
Sunbelt Employment Application [PDF File]**

© 2007 - 2010 KENV News 10, Elko, Nevada - All rights reserved  
Ruby Mountain Broadcasting  
A Sunbelt Communications Subsidiary

Website design by: K Schoppe-Hine

**WALKER, CARRIE**

---

**From:** Earlene Lefler [earlene@nevadabroadcasters.org]  
**Sent:** Tuesday, August 03, 2010 1:19 PM  
**To:** WALKER, CARRIE  
**Subject:** RE: Post KENV Receptionist position

Posted

Earlene Lefler  
Nevada Broadcasters Association  
1050 E. Flamingo Road, Suite 102  
Las Vegas, NV 89119  
702-794-4994



-----Original Message-----

**From:** WALKER, CARRIE [mailto:CWALKER@KRNV.com]  
**Sent:** Monday, August 02, 2010 6:06 PM  
**To:** \_JOB POSTINGS; businessservices@nvdetr.org; medialine@medialine.com; Earlene Lefler (NBA); ccnmainfo@ccnma.org; HRITZ, TERRY  
**Subject:** Post KENV Receptionist position

Please post the attached KENV Receptionist position in your posting area.

Also attached is a summary of current job openings at KENV, Elko, NV

**Carrie Walker**

KRNV Business Manager  
[cwalker@MyNews4.com](mailto:cwalker@MyNews4.com)  
1790 Vassar Street  
Reno, NV 89502  
775-322-4444 Ex 1207  
[www.MyNews4.com](http://www.MyNews4.com)

No virus found in this incoming message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 8.5.441 / Virus Database: 271.1.1/3046 - Release Date: 08/02/10 17:59:00

# SUNBELT COMMUNICATIONS COMPANY

## HIRE AUTHORIZATION

STATION: KENVDEPARTMENT: 6: APOSITION: ReceptionistSTATUS: F/T P/T

(Circle One)

**RECRUITMENT EFFORTS (CONTACTS):**

- (1) Company-wide Posting
- (2) KENV Web Site
- (3) TV Jobs
- (4) State of Nevada Employment Department
- (5) A2N2 (Sales positions only)
- (6) California Chicano News Media Assoc. School of Journalism
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

**INTERVIEWEES:**

Referral Source (list each name, log number, date interviewed and recruitment source)

Name	Log No.	Date Interviewed	Recruitment Source
<u>Suzanne Welch</u>	<u>034-10-1033</u>	<u>8/9/10</u>	<u>Employee Referral</u>
<u>ISA Heady</u>	<u>034-10-1032</u>	<u>8/9/10</u>	<u>Not Specified</u>
<u>Manda Curry</u>	<u>034-10-1035</u>	<u>8/9/10</u>	<u>Internet</u>
<u>Tami Casey</u>	<u>034-10-1039</u>	<u>8/9/10</u>	<u>Unknown</u>
<u>Angela Runyan</u>	<u>034-10-1036</u>	<u>8/9/10</u>	<u>Internet</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5 TOTAL INTERVIEWS

## HIRE AUTHORIZATION

Position: Receptionist

Station KENV

Candidate Hired: Suzanne Welles

### RESULT/SYNOPSIS (why you chose this candidate; must be completed):

Suzanne gave a great interview. She is  
Capable of handling the duties set forth  
for this position. I feel she would be a  
great asset to the company.

Referral Source (how they heard about job)

Name

Selected: Employee referral  
(Referral source)

Suzanne Welles  
(Candidate hired)

Start Date: 8/12 or 8/13

Replacing: Ann Simpson

APPROVED BY: \_\_\_\_\_

President

DATE: 8/11/10

